

How to install Microsoft Teams

1) You can download the program from either of these sites:

MCTC IT Resource page:

<https://maysville.kctcs.edu/faculty-staff/it-resource-page.aspx>

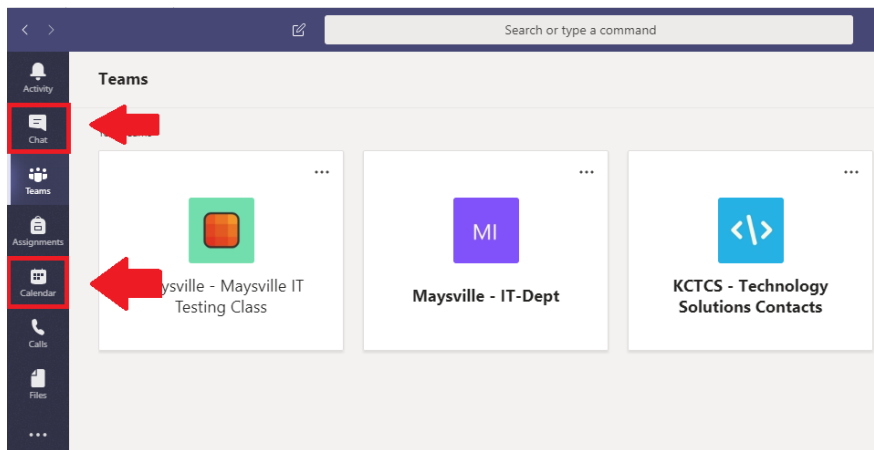
Microsoft page:

<https://teams.microsoft.com/downloads>

2) Once you have downloaded the installer, double-click it to start.

The program installs fairly quickly and doesn't give any options.

3) Once it has finished installing, you may need to sign-in with your KCTCS account. After you're signed-in, it will look similar to this:



4) On the left, you can see two main features.

"Chat" is very similar to Skype's chat. You can send text messages and start video calls.

"Calendar" will pull your Outlook meetings and will also have any Teams meetings you are in.

If you need any assistance with this, please submit a work order. You can do that, and more, at the MCTC IT Resource page. (link at the top of the page)